

Catering Company in Long Beach Seeks Payroll Clerk/HR Assistant

Qualifications:

- Minimum of 1-2 years experience
- Must be proficient in MS Word and Excel
- Must have experience with ADP and Kronos time keeping system
- Must be organized and pay attention to detail

General Information:

- Will maintain time sheets, assist in benefit administration for non-exempt employees, verify all wage garnishments, and process employment verifications
- \$13.00 - \$14.00/hr.

Contact:

- Apply online at VOS: <http://vos.longbeach.gov>

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)



Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org